

November 20, 2020

MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: Shane Corbin, City Manager
and Kevin Hogencamp, Deputy City Manager

SUBJECT: Weekly Summary

Here is a summary of City of Atlantic Beach activities and initiatives of significance. Please let us know if you have any questions. These summaries are posted at www.coab.us/weeklysummary.

City Manager

- Received 474 and sent 82 emails.
- Prepared for and attended the Nov. 16 City Commission workshop.
- Reviewed items for the Nov. 23 City Commission regular meeting agenda.
- Met with members of Atlantic Beach Country Club to discuss pedestrian safety and ongoing issues.
- Developed orientation materials for incoming elected officials.
- Performed multiple site visits with Public Works.
- Met with ESC members and public works to discuss the 19th Street beach access landscaping.
- Coordinated tree removal from Beaches Town Center with BTC and Neptune Beach.
- Attended a webinar on the resiliency of high-performance precast concrete structures.
- Met with the developer of Mayport Food Park to discuss site improvements.
- Researched grants for Lily Street land acquisition.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Performed a variety of administrative duties and responded to citizen concerns/requests.
- Reviewed COVID-19 related news and events.
- Monitored beach/city hall traffic and parking congestion.

Deputy City Manager/Information Technology

- Sent 910 emails.
- Reviewed proposal for a 2020 reggae festival.
- Update COAB social media guidelines.
- Assisted with matters pertaining to the City's SaferWatch application.
- Assisted with the Main Street traffic circle communication.
- Coordinated local PR about the Great American Smokeout.
Developed the December utility bill newsletter.
- Administering small business relief grant program.

- Administered the City's online citizen-request tool and handled other customer-service matters.
- Updated the City's emergency orders and managed the request tracking system, COVID-19 hotline, and other communications tools.
- Utilized the City's communications platforms (i.e. website, social media, traditional media) to inform citizens about various matters, including but not limited to: COVID-19: Dig Local Network green market (10 a.m.-2 p.m. Wednesdays and 10 a.m. Saturdays beginning Nov. 21); police department vacancies; Nov. 16 City Commission workshop; Nov. 21 COJ shredding and tree-giveaway event; Nov. 23 City Commission oaths of office; Nov. 26 Tony's Turkey Trot; Dec 4 blood drive; Dec. 5 Beaches Town Center holiday celebration; public meetings.
- Information technology:
 - o Multiple participant Hybrid Zoom/in person meeting technical planning
 - o Symantec Endpoint Protection migration to Broadcom Symantec Endpoint
 - o Hybrid meeting proposal

Building

- Issued 44 building permits.
- Conducted 41 plan reviews and 133 building inspections.
- Met with CRS for our preliminary 5-year audit. Waiting for 30-day Letter.
- Worked on records requests.
- Held Department 7:30 meeting and discussed current projects.
- Worked on Department webpage.
- Participated in development meeting and discussed current projects.
- Met with architect, regarding beachfront remodel project.

City Clerk

- Received certification of results for Nov. 3 Election from the Duval County Supervisor of Elections. Those elected to AB Offices: Ellen Glasser – Mayor-Seat 1; Bruce Bole – Commissioner-Seat 2; and Mike Waters – Commissioner-Seat 3. The swearing in ceremony will take place during the Nov. 23 regular Commission meeting. The AB Referendum did not pass.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Nov. 16 Commission Workshop.
- Processed, published, and distributed final agenda packets for the November 23 Special Called meeting.
- Processed, published, and distributed final agenda packets for the November 23 regular Commission meeting.
- Significant time was spent creating documents for and assisting with the Elected Officials Orientation Notebook.
- Public Records Requests management and tracking of staff tasks and records requests activity- (17) currently active
- Assisted public by responding to citizen phone calls, notary services, and requests for assistance.

- Prepared notices and updated website with upcoming meetings.
- Completed draft minutes of the Aug. 10 regular Commission meeting.
- Completed draft minutes of the Aug. 24 regular Commission meeting.
- Completed draft minutes of the Sept. 28 regular Commission meeting.
- Registered Commission Norris for FLC Leadership Academy (formerly IEMO IV).
- Processed membership dues for Florida League of Mayors.
- Notified board and committee members about two items on the Nov. 23 reg. Commission agenda relating to boards and committees – resolution on mandatory training and various reappointments.
- Working on minutes of the Sept. 28 regular Commission and Oct. 19 Commission Workshop.
- Continued review of emails from email archiver for records requests.
- Processed (14) electronic lien letters.
- Delivered records to offsite records storage facility.
- City Clerk and Records Clerk attended Laserfiche admin webinar.
- Deputy City Clerk trained Recreation Director on iCompass minutes module.
- Prepared assignments and back up material for minutes contractor.
- Records Clerk attended bid openings: Bid 2021-04, Multi-Year Contract for Utility Contractor Services; Bid 2021-05, Multi-Year Contract for Electrical Repairs and Installation; Bid 2021-06, Multi-Year Contract for Chlorine for Water Plants; and Bid 2021-07, Multi-Year Contract for Asphalt Repairs.

City Engineer

- Began preparing Florida Communities Trust grant application for Lily St parcel acquisition
Led Subcommittee on SLR & Storm Surge impact resiliency planning as part of the City of Jacksonville's Special Committee on Resiliency
- Reviewed generator specifications for HMGP grant funded generators for City Hall, Public Works Building and the Camelia St Lift Station
- Attended 4th portion of FDOT bicycle & pedestrian safety best practices seminar

Finance

- Purchasing
 - o Processed 17 Purchase Orders for \$735,301.57
 - o Processed 77 Accounts Payable Checks for a total of \$351,453.90
- Service Orders
 - o 190 Requested
 - o 191 Completed
- Utility Billing – No Utility Bills were processed this week
- No payroll this week
- Attended Department Head Meeting via Zoom
- Worked with auditor and accounting consultant to complete the FY19 in time for the November 23rd regular Commission meeting
- Worked on remaining requirements for FY19 audit

- Worked on closing items for FY20
- Attended webinar regarding investments in the current market

Human Resources

- Open Enrollment meetings for employees. Due to COVID, we limited each meeting to 12 employees, which meant we conducted 19 meetings this week.
- Working on roll-out of Diversity training for supervisors and staff. Loading employee information. Implementation calls. Adding in-person training for certain field staff.
- Preparing to implement NeoGov on-boarding and recruitment system.
- Vehicle accident issues. Resolved with Farm Bureau Insurance and received check.
- Working on updating pay scale based on Constitutional Amendment passed raising the minimum wage.
- Worked with department on COVID issues.
- Closed 1 job vacancy
- Processed workers comp. Reimbursement checks for deposit
- Worked with insurance broker on open enrollment information
- Processed employee enrollments in the navigator system
- Set up flex time codes in AS400
- Processed regular payroll
- In-processed 1 new employee
- Answered employee questions on Open Enrollment. Began enrolling employees who didn't want to use Employee Navigator.

Planning/Community Development

- Plan Review
- Zoning/Tree inspections
- Connectivity Plan
- CDB Meeting
- Dark sky lighting research
- Mapped city light poles
- Inventory of park light poles
- Map of trees planted with tree mitigation funds
- Campaign Signage – Temporary signage is to be removed 7 days after an event. The local elections were certified on 11/13/2020, therefore local elections signage should be removed by the end of the day on Friday, 11/20/2020. The National election has not been formally called for either candidate yet.
- Completed 20 Lien letter requests
- Posted notice of hearing notices for 12/3/2020 Special Magistrate Hearing.
- Followed up on Open code cases

Police

- Chief participated in a National Incident Based Reporting System (NIBRS) webinar
- PD staff participated in ABCC traffic management meeting

- PD Staff participated in Insurance Election meetings
- PD participated in Bike and Ped safety symposium
- PD finalized Turkey Trot event planning
- PD delivered Thanksgiving baskets to community members

Public Utilities

- Changing out broken/dead meters and curb stops; repaired water breaks on Willow Cove Ct, Oceangate, Live Oak Lane; performed hydrant flow test for new construction at East Coast and Ahern, and cleaned and televised sewer; repaired sewer service damaged by contractor on 19th St.; replaced manhole ring and cover at master lift station; responded to 7 after hours service calls; reviewed 28 permits, including 15 for The Atlantic Beach Preserve Utilities New Water & Sewer Taps; performed 8 contractor inspections and 4 re-inspections, 3 meetings for flow tests and plan review; performed 40 utility locates for Sunshine 811 Call Before You Dig Utility Locator.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .091 MGD; contractors repaired communication issue on Hypochlorite Pumps to reclaim system, changed out float switches to yard station, changed out pond aerator pump; public works is repairing ceiling in generator switch room.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; put water treatment plant #2 back in service after lab results were confirmed.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; had contractor replace suction lines at Dutton Island Lift Station;
- Utilities employees attended open enrollment meetings.

Public Works

- Installed the Agility course at the Aquatic Dog Park.
- Fixed the Dog Park irrigation problems.
- Removed fallen trees in Howell Park and Johansen Park.
- Installed 5 more doggie bag poles. (Vet Park 3, Russell Park 1, Bull Park 1)
- Moved the North Fence at Jordan Park to make parking area.
- Patched Utility hole on Sailfish and George Street.
- Picked up the City Christmas trees.
- Hung the Christmas Decorations on Mayport Road and Atlantic Blvd.
- Took down the Town Center palm trees that was hit in an accident.
- Picked up all the supplies for installing the Main St and 9th center circle.
- The Seminole Road South 8' wide bike path is scheduled to begin the first week of December.
- Seminole Road drainage project is complete.
- City Engineer and PW went thru the Donner Road project plans and made some final changes for the 100% drawings.

- Police and PW storage building concrete work is done. Waiting on the building to be delivered the second week of December.
- Still working with the Engineers on the design work for the Aquatic Pond project.
- Public Works Generator was approved by the Commission and is on order.

Recreation

- Took **18** reservations for Park & Beach rentals and campers at Dutton Island.
- Worked on I-compass minutes.
- Met with Ron and Rectrac concerning an online calendar.
- Working a photo for the 2021 Calendar of Events brochure.
- Met with the Country Club to discuss how they can help during the holidays
- Met with staff to discuss the positivity rate for the county (above 6%).
- Worked with DIG Local Network to pick up meals to serve 40 people.
- Submitted guidelines for marquee sign requests
- Working on the Angel Tree.
- Submitted flyers for Songwriters, Acoustic, and Arts in the Park application for approval.
Mid-Week Market, City Hall Parking Lot – Wednesdays 10 am – 2 pm
Saturdays 2 pm – 5 pm
- Coordinating the following events:
 - Yoga, Adele Grage - Mondays at 9:30am & Wednesdays at 5:30pm.
 - Kids Yoga, Adele Grage - Tuesdays at 5:30 – 6:30pm.
 - Meditation, Adele Grage - Wednesdays at 9:30 – 10:30am.
 - Taekwondo, Baker Center – Monday & Wed at 6-7:30pm, Friday at 10:30am-12pm.